

CITY OF BURBANK

ASSISTANT LIBRARY SERVICES DIRECTOR

DEFINITION

Under general administrative direction, to assist the Library Services Director in planning, organizing, and directing the operations of the City's Library department; to act as the Library Services Director as necessary; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs the activities of the Library Services Department; develops, maintains and provides leadership for strategic planning; directs and manages staff in a coordinated program of library services; establishes goals and objectives for services and employees; evaluates the performance of subordinates; directs the planning of special activities, publicity, exhibits, and displays; manages the maintenance of records, preparation of reports and correspondence; manages, administers, coordinates, and monitors the preparation of the department's annual budget and expenditures; selects, coordinates and approves the acquisition of library equipment and services; oversees the development of library collections; manages departmental technology, acquisition, and updates; oversees library maintenance functions including custodial services, repair, maintenance and new construction; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of Library and Information Science, organization, procedures, and policies; books and literature in general; the principles and practices of sound personnel management and supervision.
- Ability to - anticipate and discover community library needs and to adjust existing facilities and staff to meet those needs; plan and direct the work of others; formulate and direct the execution of professional programs; analyze administrative problems and develop effective solutions; effectively communicate both verbally and in writing; make oral presentations; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a Master's Degree in Library and Information Science - AND - five years of increasingly responsible and varied professional library experience, which includes two years in an administrative capacity.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.